

Vendor Garnishments

The software does not automatically garnish vendors. The Garnish Flag in the Vendor Record will need to be turned on and an address added for the agency collecting the garnishment. Requisitions are set up with the Vendor, then payments are made to the Vendor AND agency who supplied the Garnishment Notice.

Example of a vendor that has a 20% levy from the IRS

Go to Finance – Purchasing – Vendors

- Open Vendor Record
- Set the Garnish flag to YES
- Enter a Comment and/or Note about the garnishment

The screenshot shows the 'Finance - Purchasing - Vendors' interface. The vendor record for 'Mickey Mouse' (Vendor # 000510) is displayed. The 'Vendor Information' section includes fields for Vendor Id (000510), Vendor Name (Mickey Mouse), Sort Name (Mickey Mouse), Federal Tax Id, State Tax Id or SSN, Tax Classification (None), Customer Acct #, and Web Address. A comment 'IRS Levy effective 6/1/2023' is highlighted in yellow. The 'Order/Payment Information' section includes fields for Buyer, Delivery Days (0), Shipping Percentage (0.00), Ship Via, FOB, Terms, Tax on Shipping (No), W9 Required? (No), W9 Received Date, 1099 Form (0 (N/A)), 1099 (No), Garnish (Yes, highlighted in yellow), and Hold Payments (No).

- Create a second address in the Vendor Record for the garnishment payment

Addr Num	Name	Address	City	St	Zip
1	Mickey Mouse	1234 Happy Lane	Anaheim	CA	91111
2	Department of the Treasury	Internal Revenue Service	Ogden	UT	84201-0002

Once the Vendor record has been updated, payments made to the vendor will have two entries, one to the Vendor and one to the Garnishing Agency.

- When payments are entered, they will be put on hold with the “Hold: Vendor Garnishment” Status Comment

Pay To Name	Garn	Invoice #	Date	Payment Amt	Reference #	Unpaid Amt	Status	On Hold	Status Comment
Mickey Mouse	Yes	1234	6/15/2023	\$800.00	P23-00174	\$0.00	Open	Yes	Hold: Vendor Garnishment
Mickey Mouse	Yes	1234G	6/15/2023	\$200.00	P23-00174	\$0.00	Open	Yes	Hold: Vendor Garnishment

- Open **Vendor Payment Record**
- Change On Hold Flag to No
- Remove Status Comment
- Save/Close

Finance - AP - Enter Payments

Invoices List Form

Payment Line Items to Pay Approvals Attachments Notes History:1

Payment Information

1 - Payment/Vendor Invoice Information

Reference Number R23-00176 (Vndr 000510-Mickey Mouse, Unpaid balance \$0.00)

Payment Amount 800.00

Invoice Number 1234

Invoice Date 6/15/2023

Delivery Site

Tax Rate Owed 8.500

Tax Rate Collected 8.500

Unpaid Tax Amount 0.00

Unpaid Tax Calc Override No

Final Payment Yes

Comment Field Trip to Disneyland

On Hold Yes

Status Comment Hold: Vendor Garnishment

2 - Pay To Information

Vendor Number 000510

Vendor Address Number 1

Combine Payments? Yes

AP ACH? No

vCard? No

Pay To Name Mickey Mouse

Street Address 1234 Happy Lane

City Name Anaheim

State CA

Zip Code 91111

Country



Finance - AP - Enter Payments

Invoices List Form

Payment Line Items to Pay Approvals Attachments Notes History:1

Payment Information

1 - Payment/Vendor Invoice Information

Reference Number R23-00176 (Vndr 000510-Mickey

Payment Amount 800.00

Invoice Number 1234

Invoice Date 6/15/2023

Delivery Site

Tax Rate Owed 8.500

Tax Rate Collected 8.500

Unpaid Tax Amount 0.00

Unpaid Tax Calc Override No

Final Payment Yes

Comment Field Trip to Disneyland

On Hold No

Status Comment

- Open **Garnishment Payment Record**
- Change On Hold Flag to No
- Remove Status Comment
- Change Vendor Address Number to 2
- Save/Close

1 - Payment/Vendor Invoice Information

Reference Number: R23-00176 (Vndr 000510-Mickey Mouse, Unpaid balance \$0.00)

Payment Amount: 200.00

Invoice Number: 1234G

Invoice Date: 6/15/2023

Delivery Site: 1AVS (Alexander Valley School)

Tax Rate Owed: 8.500

Tax Rate Collected: 8.500

Unpaid Tax Amount: 0.00

Unpaid Tax Calc Override: No

Final Payment: No

Comment: Field Trip to Disneyland

On Hold: Yes

Status Comment: Hold: Vendor Garnishment

2 - Pay To Information

Vendor Number: 000510

Vendor Address Number: 1

Combine Payments?: Yes

AP ACH?: No

vCard?: No

Pay To Name: Mickey Mouse

Street Address: 1234 Happy Lane

City Name: Anaheim

State: CA

Zip Code: 91111



1 - Payment/Vendor Invoice Information

Reference Number: R23-00176 (Vndr 000510-Mickey Mouse, Unpaid balance \$0.00)

Payment Amount: 200.00

Invoice Number: 1234G

Invoice Date: 6/15/2023

Delivery Site: 1AVS (Alexander Valley School)

Tax Rate Owed: 8.500

Tax Rate Collected: 8.500

Unpaid Tax Amount: 0.00

Unpaid Tax Calc Override: No

Final Payment: No

Comment: Field Trip to Disneyland

On Hold: No

Status Comment:

2 - Pay To Information

Vendor Number: 000510

Vendor Address Number: 2

Combine Payments?: Yes

AP ACH?: No

vCard?: No

Pay To Name: **Department of the Treasury**

Street Address: **Internal Revenue Service**

City Name: **Ogden**

State: **UT (Utah)**

Zip Code: **84201-0002**

- Pay To Name will fields will now reflect Vendor and Garnishment Agency
- Use Tasks to Submit Payments

Pay To Name	GA	Date	Payment Amt	Reference #	Unpaid Amt	Status	On Hold	
Department of the Treasury	Yes	1234G	6/15/2023	\$200.00	P23-00174	\$0.00	Submitted	No
Mickey Mouse	Yes	1234	6/15/2023	\$800.00	P23-00174	\$0.00	Submitted	No